Scope of Responsibilities

Responsible for providing technical assistance, ensuring that the lighting, sound, video, and other technical aspects of events and performances in campus theatre venues run safely, smoothly and on time. Technicians work with clients, artists, producers, designers, faculty and others to ensure the smooth execution of events that typically are in the space for one or more days. Technicians are expected to work in a variety of spaces including prosenium, black box, and studio theatres as well as shop areas. Primary campus venues include Page Auditorium, Reynolds Industries Theatre, Sheafer Lab Theatre, Griffith Film Theatre, Baldwin Auditorium, Brody Theatre, Arts Center spaces (coming online in Spring 2018). Other campus venue support as needed.

<table>
<thead>
<tr>
<th>Duties</th>
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<tbody>
<tr>
<td>Install, maintain, and program as needed all lighting, sound, video equipment, stage rigging and scenery for theatrical, musical, and other entertainment events. Operate lighting, sound and stage equipment during rehearsals and performances, following audio or visual cues.</td>
<td>35%</td>
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<tr>
<td>Serve as the main point of contact for the client during an event as well as assigning positions to other staff. Maintain effective communication with auditorium staff, university personnel, and individual production crews to assure the highest quality of professionalism for every performance.</td>
<td>25%</td>
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<tr>
<td>Confer with other staff members and with clients to ensure the correct provision of technical services for events, overseeing all safety aspects, as well as assuring the quality of the performance standards are upheld. Monitor and track equipment usage for each event to ensure accurate event billing.</td>
<td>15%</td>
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<tr>
<td>Supervise other technicians (full and part time), students, and local theatre union stagehands (IATSE) in the provision of backstage support services as needed. Maintain proper scheduling, break times and start and end times for all event needs. Assure strict compliance with all safety regulations, requirements, and standards.</td>
<td>10%</td>
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<tr>
<td>Program and maintain computerized and digital lighting and sound equipment.</td>
<td>10%</td>
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<tr>
<td>Perform additional related duties as assigned or required to meet department, division and University goals and objectives.</td>
<td>5%</td>
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</table>

General Qualifications

Work requires a thorough background in theatre normally acquired through a four year course study of theatre or closely related field. No experience beyond the degree is necessary; however, two years of experience in technical events support or theatre production normally acquired through a special events technician or related position may be substituted for the degree.
Working Conditions
This position will require working at heights on ladders and lifts, frequent use of stairs, work in low light conditions, exposure to noise, dust, and hot lighting instruments and frequent use of tools. This position will be expected to work extended hours, night and weekend shifts required on a regular basis.

Physical Requirements
Ability to carry, lift, push and/or pull items up to 50 pounds, climb ladders, work overhead above the shoulders and wear safety equipment as required, including safety harnesses.

Specific Skills and Competencies
- Ability to work under pressure on many projects and work with people of varying experience levels;
- Excellent organization skills and the ability to manage concurrent projects within established guidelines;
- Strong communication skills – verbal, written and interpersonal;
- Ability to work independently and as a member of a team, with a commitment to collaboration;
- Ability to manage the expectations and demands of a number of people, and effectively communicating ideas and needs to them effectively and appropriately;
- Ability to problem solve at many levels;
- Valid NC driver license required;
- Basic to intermediate level of proficiency of modern and conventional theatrical technology;
- Technicians are expected to:
  - keep theatre equipment in good working order and ensure that all those using or exposed to the systems and technology are trained and doing so in a safe manner at all times;
  - have a knowledgebase and experience to fully support the operation, maintenance and technical assistance as needed for events in the venues;
  - have a thorough understanding of the production process, theatre production techniques, knowledge of how to use modern lighting, sound, video and other technical equipment;
  - keep up to date on current changes to technology as changes to technology and equipment happen frequently.